

HISTORIC DISTRICT COMMISSION

Meeting Minutes

September 12, 2011

CALL TO ORDER:

Mr. Mike Troutman, Chairperson called the meeting to order at 4:06 p.m.

ROLL CALL:

Members Present: Glenn Harris Kurt Thornton
Doug Sofia Mike Troutman
Susan Baldwin (City Commission Liaison)

Members Absent: Dan Buscher and Heather Lane-Fowler

Staff Present: Eileen Wicklund, City Attorney
Glenn Perian, Senior Planner
Leona Parrish, Admin. Assistant

ADDITIONS / DELETIONS TO AGENDA: None

APPROVAL OF PREVIOUS MINUTES:

MOTION WAS MADE BY MR. DOUG SOFIA TO APPROVE THE MINUTES FROM JULY 11, 2011; SECONDED BY MR. KURT THORNTON.

ALL IN FAVOR, NONE OPPOSED MOTION; MOTION CARRIED.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **23 Manchester Street:** Application submitted by Family Health Center, 181 W. Emmett Street, requesting to demolish structure located at 23 E. Manchester St. to create open green space for the expanding campus of the Family Health Center.

Mr. Scott Hutchings, 181 W. Emmett Street was present to speak on behalf of Family Health Center and provided two cost repair estimates as the commission requested.

Mr. Glenn Perian stated the estimates are as follows: one is for \$183 thousand dollars and the second was for over \$176 thousand dollars for the cost to repair the residential structure.

Mr. Doug Sofia noted the documentation received was good and it was what the commission needed.

MOTION WAS MADE BY MR. KURT THORNTON TO APPROVE A NOTICE TO PROCEED FOR DEMOLITION OF 23 MANCHESTER STREET AS IT MEETS THE SECRETARY OF INTERIORS STANDARD (3) AS OUTLINED IN CHAPTER 1470.09(e); SECONDED BY MR. DOUG SOFIA.

ALL IN FAVOR, NONE OPPOSED MOTION; MOTION CARRIED.

- b. **By-Law Revision:** Mr. Mike Troutman noted in order to approve any revisions to the by-laws they are required to have 5 members present to vote; noted there are only 4 members present at today's meeting.

Ms. Eileen Wicklund, City Attorney asked if any of the commission members had any questions regarding the revisions provided. (None was noted)

Mr. Mike Troutman asked if the City Commission Liaison may have voting rights. Ms. Wicklund stated she would check the State Statute to see if it can be allowed.

Mayor Baldwin noted that Mr. Thornton's membership term will be expiring on January 1, 2012 and asked if he could provide any names of persons that might be nominated for the commission.

It was noted that on January 1, 2012, Mr. Thornton, Ms. Lane-Fowler and Mr. Troutman terms will be ending, with Mr. Thornton's and Ms. Lane-Fowler's 2nd term (non-renewable); Mr. Troutman's 1st term (replacement term of August 17, 2010 to January 1, 2012); and currently have one vacant seat. Therefore, the Historic District Commission will need (3) new replacement persons on January 1, 2012.

MOTION WAS MADE BY MR. DOUG SOFIA TO POSTPONE THE BY-LAW REVISION UNTIL NEXT MEETING OR UNTIL FIVE MEMBERS ARE PRESENT TO VOTE; SECONDED BY MR. KURT THORNTON.

ALL IN FAVOR, NONE OPPOSED MOTION; MOTION CARRIED.

NEW BUSINESS: None

PUBLIC COMMENTS: None

COMMENTS FROM COMMISSION MEMBERS AND STAFF:

Mr. Mike Troutman asked Ms. Eileen Wicklund, City Attorney if the by-laws can be changed to include the City Commission liaison to be a voting member of the Historic District Commission.

Ms. Wicklund stated she would review the State Statute and see if it would be allowed.

ADJOURNMENT:

Mr. Mike Troutman, Chairperson adjourned meeting at 4:21 p.m.

Submitted by: Leona A. Parrish, Administrative Assistant, Planning Department